

# Step-by-Step Walk Through for E-filing: Idaho

Go to MySchool Step 2. If you need help preparing your file, click on the "NAEP 2009 Instructions for Preparing an Electronic File of Students" link.

**NAEP** MY SCHOOL Profile: (BStoneberg) | Log-off  
Hawthorne Elementary

**STEPS** 1 NAEP Program 2 The Student Sample

**Step 2** NAEP needs a complete list of students in **grade 4** at your school in order to draw a random sample of students to participate in the assessment. Your NAEP State Coordinator has established guidelines for the submission of student information. Refer to the "How Do I Submit My School's List of Students?" box below for more information.

✓ **What You Need to Do In This Step**

- ▶ If you have not done so, complete the [School Data Collection Form](#). The first activity required of all participating schools is to complete the NAEP 2009 School Data Collection Form. This form provides NAEP with up-to-date information about your school. The new information will appear on MySchool after your NAEP State Coordinator approves the changes.
- ▶ Gather information and [submit your school's list of students](#).
- ▶ Download and view the [School Lunch and Parent Notification Letters](#).
- ▶ Download and view [other important downloads](#).
- ▶ Download [Measure Up Newsletters](#).

**A Word From Your NAEP State Coordinator**

Read what your NAEP State Coordinator, [Bert Stoneberg](#), has to say about student list submission:

October is "student list submission month." The student list will be submitted as an Excel file via your MySchool webpage. The list will have student names, demographic codes and program codes for all students (including all students with disabilities and students with limited ability in English) enrolled in the targeted NAEP grade (i.e., grade 4, 8 or 12) in your school. An Excel template and instructions will be emailed to all

**How Do I Submit My School's List of Students?**

**E-File**

- [NAEP 2009 Instructions for Preparing an Electronic File of Students.](#)
- [NAEP 2009 E-File Excel Template.](#)
- [NAEP 2009 E-File FAQs.](#)


E-File will be available beginning

To begin E-filing, click on “Start E-filing” (button doesn’t appear until Monday, 10/06/2008).

## How Do I Submit My School's List of Students?

### E-File

- [NAEP 2009 Instructions for Preparing an Electronic File of Students.](#)
- [NAEP 2009 E-File Excel Template.](#)
- [NAEP 2009 E-File FAQs.](#)

 E-File will be available beginning Monday, 10/06/08

All files must be received by 10/31/2008.


Review E-filing checklist and click on “Continue”.

### Are You Ready to E-File?

Complete the following steps before starting the E-File process:

- Read the [NAEP 2009 Instructions for Preparing an Electronic File of Students](#).
- Create a student data file in Excel format using the [NAEP 2009 E-File Excel Template](#) or acquire a student data file in Excel format in which the first row contains variable names;
- Ensure that your student data file contains one column for each of the 12 variables detailed in the [NAEP 2009 Instructions for Preparing an Electronic File of Students](#):\*
  - Student first name.
  - Student last name.
  - Grade in school (PK-12).
  - Homeroom or other locator information.
  - Month of birth (in MM or MM format, not text).
  - Year of birth (in YY or YYYY format).
  - Sex.
  - SD indicator – to identify Students with a Disability, defined as a student with an Individualized Education Plan (IEP) or other classification (such as 504) for reasons other than being gifted and talented.
  - ELL indicator – to identify English language learners, as defined by your school.
  - Race/Ethnicity – use ONE code per student. (Data not required at the time of E-Filing.)\*
  - National School Lunch Program eligibility indicator. (Data not required at the time of E-Filing.)\*
  - On-break indicator
    - If you are submitting an E-File for a *year-round school* this indicator identifies students who will be on-break / on vacation on your school's assessment date. (Please see MySchool Step 2, Your School's Information for the assessment date.)
    - If you are submitting an E-File for a *non year-round school*, do not provide values for this variable


\* The E-File system can accept only Excel files containing data for **all** of the following variables: first name, last name, grade in school, month of birth, year of birth, sex, SD indicator, ELL indicator, and, for year-round schools, on-break indicator. Although data for race/ethnicity and National School Lunch Program indicator are not **required** to successfully submit your E-File, you must still include columns for these fields in your E-File and this information **must** be collected prior to your school's assessment date.



EXIT

CONTINUE

Record the date the list was accurate. Upload the file by clicking on "Browse" and locating the file on your computer.



# E-FILE

Quarryville El Sch - Age 9

**STEPS**

1 Upload

2 Identify Columns

3 Identify Values

4 Verify

EXIT

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## Upload Your File

Welcome, **Julie Coleman**.

The Four Basic Steps to E-Filing:


1. Upload - Placing (or "uploading") your list into the automated system so that you can refer to it during the E-Filing process.
2. Identify Columns - Matching the column headings in your list to those in a standard list provided by the system.
3. Identify Format/Codes - Matching the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP.
4. Verify that this matching of codes has been done accurately by reviewing a summary of the data you have matched.

Before uploading a copy of your Excel student data file, please provide us with the following information? [Why we need this.](#)

- Date list is accurate as of:  (mm/dd/yyyy) 
- Does your student data file contain [column headers](#): Yes

To upload your student data file, you will need to locate the file on your computer.

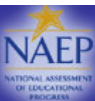
1. Click on the Browse... button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (\*.\*)".
2. Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below.
3. Click on the **Upload** button and proceed.

File Name:   

Uploading of your data file could take a few minutes. Please be patient. If you lose your Internet connection after uploading your file, you can log back on to the MyNAEP site and return to E-Filing. You will be sent directly to the last screen you were working on, allowing you to complete the E-Filing procedure.

Your student data file must be in an Excel format according to the [Instructions for Preparing an Electronic File of Students](#). If you need to create an Excel file, use the [NAEP E-Filing Excel Template](#). To find more information about E-Filing, access the list of [Frequently Asked Questions](#). You may also contact the NAEP Help Desk at 1-800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com) Monday through Friday between 8 a.m. and 8 p.m. ET and Saturday between 10 a.m. and 4 p.m. ET.

Identify your column contents by selecting the appropriate variable from the drop-down lists.



# E-FILE

Quarryville El Sch - Age 9

**STEPS**

1 Upload
2 Identify Columns
3 Identify Values
4 Verify

EXIT BACK NEXT

## Identify Your Column Contents

We need to know what information is in each column of your student data file. Click on the down arrow next to the words in the table that read "Column contains ...". If there is no appropriate description in the drop-down list, please select N/A. It is important for us to have as much information about each student as possible. However, the essential information that must be reflected in the columns on the student list is: grade, student first name, student last name, month of birth, year of birth, sex, student with a disability (SD) indicator, and English Language Learner (ELL) indicator. If you are E-Filing for a year-round multi-track school, include a column for on-break indicator.

**Note:** Click on the links below in the "Column Heading Is" to view the student data contained in that column. If you wish to correct or change your selections for column content descriptions, click the 'Clear' button. Clicking the 'Clear' button will delete all of the selections you have made in each of the rows entitled "Columns Contains".

[Click here to see a worksheet view of your student data.](#) If you find you have errors in your data, you will need to exit this program, correct the problem in your Excel file, and upload the file again.

Column Heading Is	Your Column Contains	CLEAR
<a href="#">Student First Name</a>	Student Name: First	
<a href="#">Student Middle Name</a>	Student Name: Middle	
<a href="#">Student Last Name</a>	Student Name: Last	
<a href="#">Grade</a>	Grade	
<a href="#">Homeroom or Other Locator</a>	Home Room or other locator	
<a href="#">Month of Birth</a>	Birth Date: Month of Birth	
<a href="#">Year of Birth</a>	Birth Date: Year of Birth	
<a href="#">Sex</a>	Sex	
<a href="#">Race/Ethnicity</a>	Race/Ethnicity	
<a href="#">School Lunch</a>	School Lunch	
<a href="#">Student with a Disability</a>	Student with a Disability	
<a href="#">English Language Learner</a>	English Language Learner	
<a href="#">On Break</a>	N/A	

When you have identified all of the columns on your list, click the "Next" button to proceed and match your values to NAEP Codes. The following screens will be determined by the order of the columns in your Excel file.

EXIT BACK NEXT

File Name	Uploaded
efile test.xls	Friday, August 24, 2007 3:40:43 PM

Your student data file must be in an Excel format according to the [Instructions for Preparing an Electronic File of Students](#). If you need to create an Excel file, use the [NAEP E-Filing Excel Template](#). To find more information about E-Filing, access the list of [Frequently Asked Questions](#). You may also contact the NAEP Help Desk at 1-800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com) Monday through Friday between 8 a.m. and 8 p.m. ET and Saturday between 10 a.m. and 4 p.m. ET.

Your Column Names

NAEP Variable Names

Map your Grade values to the corresponding NAEP values.

**Match Your Values to NAEP Codes**

For each of your values below, click on the down arrow next to "Select Code" and click on the NAEP code that best matches your value.

To view the student records that have the selected value in the "Grade" column, click on the view icon below. To view the worksheet containing all of your student data, [click here](#).

**If there is an error in your data file, exit E-File, correct the problem in your Excel file, and upload the file again.**

Grade			Grade 4 Students		
#	View	Your Values	NAEP Codes	Number	Percentage
1.		4	Grade 4	4	100%

When you have identified all of the codes on your list, click the "Next" button to proceed.

**File Name** single school test.xls **Uploaded** Tuesday, June 10, 2008 10:07:02 AM

Map your Sex values to the corresponding NAEP values. The expected percentages based on CCD data are displayed for comparison.

**Match Your Values to NAEP Codes**

For each of your values below, click on the down arrow next to "Select Code" and click on the NAEP code that best matches your value.

To view the student records that have the selected value in the "Sex" column, click on the view icon below. To view the worksheet containing all of your student data, [click here](#).

**If there is an error in your data file, exit E-File, correct the problem in your Excel file, and upload the file again.**

**Sex**

It is very important that all data be correct. We have provided a way to double check the data. Below are the expected percentages based on information from the Common Core of Data (CCD). The CCD is a program of the U.S. Department of Education's National Center for Education Statistics. It is a comprehensive, annual, national statistical database of information concerning all public elementary and secondary schools. Please confirm your codes and percentages and continue if all are correct.

Grade 4 expected CCD Percentages: Source 2004-2005 School Year	
Male	Female
46.94%	53.06%

#	View	Your Values	NAEP Codes	Grade 4 Students	
				Number	Percentage
1.		f	Female	1	25%
2.		m	Male	3	75%

When you have identified all of the codes on your list, click the "Next" button to proceed.

**File Name** single school test.xls **Uploaded** Tuesday, June 10, 2008 10:07:02 AM

Map your Race values to the corresponding NAEP values. The expected percentages based on CCD data are displayed for comparison.

STEPS

1 Upload

2 Identify Columns

3 Identify Values

4 Verify


EXIT

BACK

NEXT

**Match Your Values to NAEP Codes**

For each of your values below, click on the down arrow next to "Select Code" and click on the NAEP code that best matches your value.





To view the student records that have the selected value in the "Race/Ethnicity" column, click on the view icon  below. To view the worksheet containing all of your student data, [click here](#).

**If there is an error in your data file, exit E-File, correct the problem in your Excel file, and upload the file again.**

**Race/Ethnicity**

It is very important that all data be correct. We have provided a way to double check the data. Below are the expected percentages based on information from the Common Core of Data (CCD). The CCD is a program of the U.S. Department of Education's National Center for Education Statistics. It is a comprehensive, annual, national statistical database of information concerning all public elementary and secondary schools. Please confirm your codes and percentages and continue if all are correct.

Grade 4 expected CCD Percentages: Source 2004-2005 School Year				
White, not Hispanic	Black, not Hispanic	Hispanic	Asian/Pacific Islander	American Indian/Alaska Native
0.19%	98.33%	1.48%	0%	0%

#	View	Your Values	NAEP Codes	Grade 4 Students	
				Number	Percentage
1.		a	Asian/Pacific Islander	1	25%
2.		b	Select Code...	1	25%
3.		h	White, not Hispanic	1	25%
4.		o	Black, not Hispanic	1	25%
			Hispanic		
			Asian/Pacific Islander		
			American Indian/Alaska Native		
			Other		
			Information unavailable at this time		

When you have identified all of the codes on your list

EXIT

BACK

NEXT

Map your School Lunch values to the corresponding NAEP values. The expected percentages based on CCD data are displayed for comparison.

STEPS

1 Upload

2 Identify Columns

3 Identify Values

4 Verify

EXIT


BACK

NEXT

**Match Your Values to NAEP Codes**

For each of your values below, click on the down arrow next to "Select Code" and click on the NAEP code that best matches your value.

Select "Student eligible for free lunch" for ALL students if your school participates in the Provision 2 or Provision 3 programs for the National School Lunch Program (NSLP). Select "School not participating in NSLP" for ALL students if your school does not participate in the NSLP. If your school does not distinguish between students who are eligible for free lunch and students who are eligible for reduced price lunch, please code all those students as eligible for free lunch.



To view the student records that have the selected value in the "School Lunch" column, click on the view icon  below. To view the worksheet containing all of your student data, [click here](#).

**If there is an error in your data file, exit E-File, correct the problem in your Excel file, and upload the file again.**

**School Lunch**


It is very important that all data be correct. We have provided a way to double check the data. Below are the expected percentages based on information from the Common Core of Data (CCD). The CCD is a program of the U.S. Department of Education's National Center for Education Statistics. It is a comprehensive, annual, national statistical database of information concerning all public elementary and secondary schools. Please confirm your codes and percentages and continue if all are correct.

Grade 4 expected CCD Percentages: Source 2004-2005 School Year	
Percentage of students eligible for Free or Reduced Lunch	
89.8%	

#	View	Your Values	NAEP Codes	Grade 4 Students	
				Number	Percentage
1.		1	Select Code...	3	75%
2.		2	Select Code...	1	25%
			Student not eligible		
			Free lunch		
			Reduced price lunch		
			School not participating		
			Information unavailable at this time		

When you have identified all of the codes on your list

Map your Student with a Disability values to the corresponding NAEP values.



# E-FILE

Bar Elem Sch - Grade 4


**STEPS**

1 Upload
2 Identify Columns
3 Identify Values
4 Verify

EXIT
BACK
NEXT

Match Your Values to NAEP Codes

For each of your values below, click on the down arrow next to "Select Code" and click on the NAEP code that best matches your value.



To view the student records that have the selected value in the "Student with a Disability" column, click on the view icon  below.

To view the worksheet containing all of your student data, [click here](#).

**If there is an error in your data file, exit E-File, correct the problem in your Excel file, and upload the file again.**

If your school/state does not distinguish between students who have IEP or 504 plans, please code all those students as "Yes, IEP."

### Student with a Disability

#	View	Your Values	NAEP Codes	Grade 4 Students	
				Number	Percentage
1.		n	Select Code...	2	50%
2.		y	Select Code...	2	50%

When you have identified all of the codes on your list,

EXIT
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NEXT


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single school test.xls

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Map your English Language Learner values to the corresponding NAEP values.



# E-FILE

Bar Elem Sch - Grade 4

**STEPS**


1 Upload
2 Identify Columns
3 Identify Values
4 Verify

EXIT
BACK
NEXT

Match Your Values to NAEP Codes


For each of your values below, click on the down arrow next to "Select Code" and click on the NAEP code that best matches your value.

Code students "Formerly ELL (and monitored for AYP reporting)" if the student achieved full English proficiency within the previous 2 years and the state includes formerly ELL students in its AYP reports.

To view the student records that have the selected value in the "English Language Learner" column, click on the view icon  below. To view the worksheet containing all of your student data, [click here](#).

**If there is an error in your data file, exit E-File, correct the problem in your Excel file, and upload the file again.**

### English Language Learner

#	View	Your Values	NAEP Codes	Grade 4 Students	
				Number	Percentage
1.		n	Select Code...	4	100%

When you have identified all of the codes on your list,

EXIT
BACK
NEXT

File Name

single school test.xls

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The system will perform E-filing data checks.



E-FILE

Bar Elem Sch - Grade 4

STEPS

1 Upload

2 Identify Columns

3 Identify Values

4 Verify

EXIT

E-File Data Checks




Performing E-File data checks.

Your student data file must be in an Excel format according to the [Instructions for Preparing an Electronic File of Students](#). If you need to create an Excel file, use the [NAEP E-Filing Excel Template](#). To find more information about E-Filing, access the list of [Frequently Asked Questions](#). You may also contact the NAEP Help Desk at 1-800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com) Monday through Friday between 8 a.m. and 8 p.m. ET and Saturday between 10 a.m. and 4 p.m. ET.



Review warning messages. If necessary, modify data. If file is correct, click "Continue".

**E-FILE**

Bar Elem Sch - Grade 4

STEPS

1 Upload

2 Identify Columns

3 Identify Values

4 Verify

EXIT

**E-File Data Checks**

The following data you submitted has been checked again against the 2005-2006 Common Core of Data (CCD) for your school. The CCD, a program of the National Center for Education Statistics, is a comprehensive annual, national statistical database of information concerning all public elementary and secondary schools and school districts.

The following data you submitted has also been checked against your historical data (if available) for your school.

Below are discrepancies found between the information in your data file, and the information in the CCD and historical records for your school. Please review each warning message and do one of the following:

- Review and modify the data in question. This could mean either correcting the mapping of your values to NAEP's values, or correcting your Excel file and uploading the file again.
- If the data from your file is correct as is, continue with the data checks process.

**Enrollment and Date of Birth**

- The number of students on the file you submitted differs from our frame data by more than 100%.  
Are your data correct? If you are satisfied with the information in your data file, click Continue.  
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.
- 25.0% of your 4th grade students have birth years outside the expected age range for their grade.  
Are your data correct? If you are satisfied with the information in your data file, click Continue.  
If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.

**Sex**

- Student First Name/Sex Verification Check**

The report below displays the number of times a particular first name appears in your E-File and the Sex associated with that name as a check on data quality. For instance, if your E-File contains information for 3 students whose first name is "Mary", you would expect to see that the each of the 3 Marys is identified as "Female". If the Marys are incorrectly identified as "Male", return to the Sex variable mapping page to remap Sex.

Males:  
Frankie (1), Joe (1), Seamus (1)

Females:  
Stella (1)

Are your data correct? If you are satisfied with the information in your data file, click Continue.

If you would like to change how you matched your sex codes to NAEP values, click [here to return to the linking page](#).

If there is an error in your data file, click Start Over, correct this information in your Excel file, and upload the file again.

START OVER

CONTINUE

Your student data file must be in an Excel format according to the [Instructions for Preparing an Electronic File of Students](#). If you need to create an Excel file, use the [NAEP E-Filing Excel Template](#). To find more information about E-Filing, access the list of [Frequently Asked Questions](#). You may also contact the NAEP Help Desk at 1-800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com) Monday through Friday between 8 a.m. and 8 p.m. ET and Saturday between 10 a.m. and 4 p.m. ET.

Verify that information is correct and click "Submit".

NAEP

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

E-FILE

Bar Elem Sch - Grade 4

STEPS

1 Upload

2 Identify Columns

3 Identify Values

4 Verify

Verify NAEP's Analysis

The table below summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct and that the total enrollment figure at the bottom of the table accurately represents the number of students on your student list.

Record whether the information is correct or incorrect by clicking the appropriate button at the bottom of the page. Then click the "Submit" button.

	Grade 4 Students	
	Number	Percentage
Sex		
Male	3	75%
Female	1	25%
Race/Ethnicity		
Black, not Hispanic	1	25%
Hispanic	1	25%
Asian/Pacific Islander	1	25%
Other	1	25%
School Lunch		
Student not eligible	3	75%
Free lunch	1	25%
English Language Learner		
No, not ELL	4	100%
Student with a Disability		
Yes, IEP	2	50%
No, not SD	2	50%
Grade		
Grade 4	4	100%
Home Room or other locator		
Missing	4	100%
Total Enrollment:	4	

☐ Information is CORRECT.

☐ Information is INCORRECT. Please send a print out of your file to your NAEP representative **Julie Coleman**, or keep the list at the school. You may contact your representative at 301-251-1500.

EXIT

BACK

SUBMIT

File Name

Uploaded

single school test.xls

Tuesday, June 10, 2008 10:07:00 AM

Your student data file must be in an Excel format according to the [Instructions for Preparing an Electronic File of Students](#). If you need to create an Excel file, use the [NAEP E-Filing Excel Template](#). To find more information about E-Filing, access the list of [Frequently Asked Questions](#). You may also contact the NAEP Help Desk at 1-800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com) Monday through Friday between 8 a.m. and 8 p.m. ET and Saturday between 10 a.m. and 4 p.m. ET.



If information is INCORRECT, click on BACK (to fix it) or EXIT (to correct the Excel file and resubmit). DO NOT SEND A PAPER COPY to the NAEP State Coordinator, but contact him (or the NAEP Help Desk) about the problem.